

Central Intelligence Agency



Washington, D.C. 20505

*Executive Registry*

*JH*

*AH. ERS4-2777*

16 July 1984

Matrix Management Group  
Consultants in Management  
6399 Little River Turnpike  
Alexandria, Virginia 22312

Attention: Mr. Douglas L. Jonas, P.E.  
President

Dear Mr. Jonas:

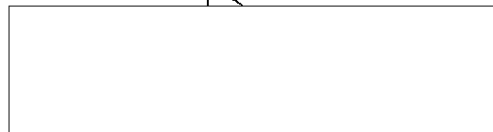
Your letter of July 2, 1984, to the Director has been forwarded to this Office. We have distributed your descriptive information to the appropriate offices in the hopes that they may be able to utilize your services. You will be contacted directly by an Agency component if a requirement exists.

We would appreciate your completing and returning the enclosed Bidder's Mailing List Application to the address below:

Procurement Management Staff  
Office of Logistics  
Central Intelligence Agency  
Washington, D.C. 20505

Thank you for your interest in doing business with the Central Intelligence Agency.

Sincerely,



*Chief*  
Procurement Management Staff  
Office of Logistics

STAT

Enclosure

Distribution:

Orig / Adse  
✓ 1 - EXEC Registry  
1 - DDA Registry

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*L-304*

ER-84-2777

Date  
6 July 1984

**ROUTING AND TRANSMITTAL SLIP**

TO: (Name, office symbol, room number, building, Agency/Post)

	Initials	Date
1. <del>D/Logistics</del> , [redacted]		
2. AEO		7-9-84
3. EO		12/7
4. <del>DDI</del>		
5. CIPMS - Action pls.		11 JUL 1984

XX Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS SUSPENSE: 16 July 1984

For direct reply with a cy to DDA and ER.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
[redacted]	Phone No.

5041-102

☆ GPO : 1983 O - 381-529 (301)

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206


**EXECUTIVE SECRETARIAT**  
ROUTING SLIP

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA	✓			
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/Pers				
14	D/OLL				
15	D/PAO				
16	SA/IA				
17	AO/DCI				
18	C/IPD/OIS				
19					
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21					
22					

SUSPENSE \_\_\_\_\_ Date \_\_\_\_\_

Remarks

  
 Executive Secretary  
7/5/84  
 Date

3637 (10-81)

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# MATRIX MANAGEMENT GROUP

consultants in management July 2, 1984

Mr. William Casey, Director  
Central Intelligence Agency  
Washington, D.C. 20505

Executive Registry

84-2777

Dear Mr. Casey:

The Matrix Management Group is a small, but multi-skilled consulting firm. We believe our backgrounds and matrix of skills and activities could be of value to the Central Intelligence Agency. We would like here to briefly introduce ourselves; you can judge whether there is potential, then contact us for further information if appropriate.

The Matrix Management Group normally provides professional and consulting services in three ways: (1) consultation in the traditional sense of performing studies and advising clients on improved management practices; (2) improving or establishing new management systems; and (3) augmenting a client's staff by assuming direct responsibility for certain work where the client has insufficient capability for timely performance.

We have primarily been providing these services in the following functional areas:

1. Public Works and Engineering Management
2. Public Administration
3. Organizational and Individual Development
4. Atmospheric Sciences Management
5. Project Management (Direct)

Our modus operandi is very flexible and adaptable. We have a small nucleus which we think of as our "internal matrix." We have an extended group of individuals, small firms and portions of larger firms that we call on to build a team directly responsive to the unique needs of a particular engagement; we think of this group as our "external matrix." On any given day we typically have more people working on our engagements, and in more functional areas, than would outwardly be expected. For example, we have had projects in which the central objectives were accounting, data processing, architecture, and others, even though our internal matrix is not strong in these areas. Because of tested, dependable associates, we have performed the work well.

DCI  
EXEC  
REG

Seattle, Washington  
Bainbridge Island, Washington

6399 Little River Turnpike  
Alexandria, Virginia 22312  
(703) 642-5030

Vancouver, U.S.A., Washington  
Tri-Cities, Washington

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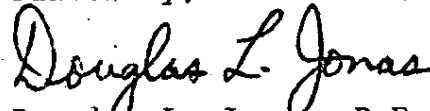
I suppose our strongest central skills are in public works, engineering management, atmospheric sciences, organization development, public administration, and inter-agency coordination.

Our operating locations are Washington, D.C., Seattle and Vancouver, Washington, and project offices at Pasco and Bainbridge Island, Washington.

Frankly, however, it is the backgrounds and experience of most of us combined with that adaptability that makes us think we would have value to you in intelligence analysis, such as in the atmospheric sciences, or in other assignments. We have facility and industrial security clearances. We have extensive military backgrounds. Several have traveled widely. We have membership and credibility in several national professional and trade organizations.

I am enclosing brief descriptive material on the firm and several resumes of key personnel. Please let us know if you see potential in our firm for supporting your agency.

Sincerely,



Douglas L. Jonas, P.E.  
President

DLJ/ecj  
Enclosures

cc: John H. Haneklau, Manager  
Washington, D.C. Office